

OSBORNE

The Complete Reference

CD-ROM features
product applications,
scripts, and utilities

FrontPage 98

*"... an outstanding exposition
of the mechanics and details
of using FrontPage ..."*

BOARDWATCH MAGAZINE

Comprehensive tutorials,
references, and examples for
the newest version of FrontPage

Take full advantage of FrontPage
with ActiveX integration, scripting,
security, and database access

Go beyond FrontPage basics
with advanced HTML, Java,
and VBScript tips and tricks

Martin S. Matthews

Author of Web Publishing
with FrontPage 97

Erik B. Poulsen

Highly Acclaimed Webmaster
for Moms Online

W/1 CD

FrontPage 98: The Complete Reference

Martin S. Matthews
Erik B. Poulsen

Osborne McGraw-Hill

Berkeley New York St. Louis San Francisco
Auckland Bogotá Hamburg London Madrid
Mexico City Milan Montreal New Delhi Panama City
Paris São Paulo Singapore Sydney
Tokyo Toronto

Osborne/McGraw-Hill
2600 Tenth Street
Berkeley, California 94710
U.S.A.

For information on translations or book distributors outside the U.S.A., or to arrange bulk purchase discounts for sales promotions, premiums, or fund-raisers, please contact Osborne/McGraw-Hill at the above address.

FrontPage 98: The Complete Reference

Copyright © 1998 by Martin S. and Carole Boggs Matthews. All rights reserved. Printed in the United States of America. Except as permitted under the Copyright Act of 1976, no part of this publication may be reproduced or distributed in any form or by any means, or stored in a database or retrieval system, without the prior written permission of the publisher, with the exception that the program listings may be entered, stored, and executed in a computer system, but they may not be reproduced for publication.

34567890 AGM AGM 901987654321098

ISBN 0-07-882394-3

Publisher

Brandon A. Nordin

Editor-in-Chief

Scott Rogers

Acquisitions Editor

Wendy Rinaldi

Project Editor

Janet Walden

Editorial Assistant

Ann Sellers

Technical Editor

John Cronan

Copy Editor

Jan Jue

Proofreader

Karen Mead

Indexer

Valerie Robbins

Computer Designer

Jani Beckwith

Illustrator

Leslee Bassin

Series Design

Peter Hancik

Information has been obtained by Osborne/McGraw-Hill from sources believed to be reliable. However, because of the possibility of human or mechanical error by our sources, Osborne/McGraw-Hill, or others, Osborne/McGraw-Hill does not guarantee the accuracy, adequacy, or completeness of any information and is not responsible for any errors or omissions or the results obtained from use of such information.

FrontPage 98: The Complete Reference

About the Authors . . .

Martin S. Matthews is the best-selling author of over 45 books, including *Web Publishing with Microsoft FrontPage 97*, *Windows 95 Answers: Certified Tech Support*, *Office 97 Answers: Certified Tech Support*, and *The Microsoft Outlook Handbook*. Martin, who has over 30 years of computer experience, also does consulting and training on a wide variety of computer topics with a number of firms nationwide.

Erik B. Poulsen is the webmaster of Moms Online, the most popular parenting forum on AOL and rapidly growing on the Web. Erik has over 12 years of computer experience and has worked with Marty on a number of book projects, including *Web Publishing with Microsoft FrontPage 97*.

For Daniel G. Gestaut. Of all my friends, only a very few have been such for the better part of my life. Dan Gestaut is one. Quite simply, he is always there.

Martin Matthews

For my Father, Werner B. Poulsen, who taught me how to see and how to think, and my Mother, Ida B. Poulsen, whose love and understanding has always been there for me. For my siblings: Peter, Allen, and Annette; and for Scoey Garlinghouse, who taught me what it means to be a father.

Erik Poulsen

Acknowledgments

Katharine de Baun, whose vision created Moms Online, **Rob de Baun**, who helped make it a reality, and **Elizabeth Bradfield**, managing editor of Moms Online and creator of the Sphinx: their support and understanding during the writing of this book, despite often conflicting deadlines, made it possible. Thanks Kath, Rob, and Liz!

John Cronan, who did the technical review of this book, did major surgery on Chapters 3, 4, and 5, and revised Chapters 11 and 17, did so with much expertise. He corrected many errors, added many tips and notes, and otherwise significantly improved the book. Thanks, John!

Jessica Burdman, who revised Chapter 18 and added much new material including an excellent case study from her own experience, brought fresh and valuable insight to this book. Thanks, Jessica!

Wendy Rinaldi, acquisitions editor extraordinaire, works in partnership with her authors, but does so without ever taking over the authorship. She is always there with whatever support, encouragement, and gentle direction is needed. Wendy has put a lot of herself in this book and it is a much better book as a result. Thanks, Wendy!

Janet Walden, senior project editor, is someone who is just fun to work with, who always has a smile in her voice, who is so competent at what she does that it always seems easy no matter how hard it is, and who has a caring respect for others that tells them they are valued. Janet had the job of turning a very rough manuscript into a

great book in an unbelievably short time—and throughout it all, it was fun to work with her. Thanks, Janet!

Jan Jue, the book's copy editor, is one of the best of her profession at finding those little inconsistencies that are so easy for the author to let slip by and yet can drive a reader crazy. In addition, Jan did a yeomen's job of removing all the grammatical, spelling, and stylistic errors that the authors in their ignorance left in. Jan made a very major contribution to this book. Thanks, Jan!

Ann Sellers, editorial assistant, put substantial effort into moving this book through the editorial process and handling all the little things that often get overlooked. And as important, she did this with a friendly and gracious nature that made working with her a joy. Thanks Ann!

George Henny, **Jeff Wallace**, and **Julie O'Brien** of WhidbeyNet, Marty's Internet service provider, have been helpful in trying to set up the FrontPage server extensions and in answering his questions. Thanks, George, Jeff, and Julie!

Carole Boggs Matthews, Marty's life partner, sharer of their parenting thrills and spills, and an author in her own right, provided him with the necessary support without which no project like this could ever get done. In addition, Carole had the daunting task of contacting a myriad of software publishers, determining what should be included on the companion CD, and then making that happen. Thanks, Carole!

Introduction

As the interest in the Internet and its World Wide Web has skyrocketed, so has the desire of both organizations and individuals to have a presence there, to put up their own web sites and be a part of the Internet phenomenon. At the same time, organizations are using the same technology to install intranets at a geometric rate, and therefore they have the need to create their own web sites to use internally. The problem has been that the tools to create both Internet and intranet web sites have been very crude and anything but easy to use. FrontPage has changed all of that. FrontPage provides a very easy-to-use, full-featured set of tools for the expert creation, delivery, and maintenance of web sites. And FrontPage does this in a WYSIWYG environment where you can see what you are doing as you are doing it.

Unfortunately, FrontPage comes with a slim manual that gives only the briefest of instructions. *FrontPage 98: The Complete Reference* fills this void by giving you a clear, concise, hands-on guide to this extremely powerful product.

About This Book

FrontPage 98: The Complete Reference leads you through the planning, creation, testing, deployment, and maintenance of both intranet and Internet web sites with FrontPage. It does this using substantial real-world examples and clear, step-by-step instructions.

All of the major features of FrontPage are explained and demonstrated in such a way that you can follow along and see for yourself how each is used, including database connectivity and the incorporation of Java, ActiveX, JavaScript, and Visual Basic Script. In addition, this book takes you beyond basic FrontPage web site creation and introduces you to HTML and how to use it with FrontPage, as well as how to set up an intranet site, how to manage Internet and intranet security, and how to publish and promote your web site. *FrontPage 98: The Complete Reference* provides the one complete reference on how to make the most of FrontPage. If you are going to purchase FrontPage, or if you already use it, you need this book!

How This Book Is Organized

FrontPage 98: The Complete Reference is written the way most people learn. It starts by reviewing the basic concepts and then uses a learn-by-doing method to demonstrate the major features of the product. Throughout, the book uses detailed examples and clear explanations to give you the insight needed to make the fullest use of FrontPage.

The book begins by introducing you to web sites and FrontPage:

- Chapter 1, "Designing and Creating Quality Web Applications," explores the world of the Internet and intranets and looks at what makes good web pages.
- Chapter 2, "Exploring FrontPage," takes you on a tour of the major FrontPage features, giving you a taste of the power inherent in this product.

The next nine chapters demonstrate each of the major features of FrontPage by leading you through examples of their implementation:

- Chapter 3, "Using Wizards and Themes," shows you how to create webs and web pages with these powerful tools.
- Chapter 4, "Using Templates," not only demonstrates the use of templates in creating both webs and web pages, but also how to create templates themselves.
- Chapter 5, "Using Microsoft Image Composer," shows you how to create and edit graphics that can be used in webs.
- Chapter 6, "Creating and Formatting a Web Page from Scratch," sets aside the wizards and templates and looks at the steps necessary to create a full-featured web on your own.
- Chapter 7, "Adding and Managing Hyperlinks and Hotspots," explores how to add interactivity and interconnectedness to your web.
- Chapter 8, "Using Tables and Frames," describes two completely different methods of segmenting a page and shows how you can make the best use of these tools.

- Chapter 9, "Working with Forms," explains ways to let the web user communicate back to you, the web creator.
- Chapter 10, "Using FrontPage Components," describes how to both automate some of the web creation process, as well as extend a web's interactive features.
- Chapter 11, "Importing and Integrating Office and Other Files," shows you how to use existing or legacy files in your intranet and Internet webs.

The final eight chapters cover ways of extending and enhancing what you can do with FrontPage.

- Chapter 12, "Working with HTML," provides an extensive introduction to the HTML language and how to use it with FrontPage.
- Chapter 13, "Web Scripting Languages," describes and shows you how to use JavaScript and Visual Basic Script with your FrontPage webs.
- Chapter 14, "Active Server Pages," explores how to create and use JavaScript and VBScript to control and run tasks on the web server to greatly expand the capability of a web.
- Chapter 15, "Working with Databases," introduces you to interactive databases and shows you how to incorporate them in your own FrontPage webs to dynamically change the web's contents.
- Chapter 16, "Activating Your Webs," describes how Java, ActiveX, and Dynamic HTML can be used to activate web sites and then shows you how to incorporate them in your own webs.
- Chapter 17, "Security on the Web," looks at what the Internet and intranet security issues are and explains what you can do to minimize the risks.
- Chapter 18, "Setting Up an Intranet Web Site," leads you through the steps to create an intranet in your organization and describes a case study of doing it in an intermediate-sized firm.
- Chapter 19, "Publishing and Promoting Webs on the Internet," looks at how to locate an Internet service provider, how to transfer your completed webs to their servers, and then how to promote your webs once they're online.

FrontPage 98: The Complete Reference concludes with two appendices:

- Appendix A, "Installing FrontPage 98," provides a detailed set of instructions on how to install all the components on the Microsoft FrontPage 98 CD under different circumstances.

Note

It is strongly recommended that you choose the Typical installation and that you let the Setup program create the default directories where FrontPage will be installed.

- Appendix B, "Using the Companion CD-ROM," describes the many pieces of software that are included on the CD that is packaged with the book, as well as the files that were used or created in this book.

Conventions Used in This Book

FrontPage 98: The Complete Reference uses several conventions designed to make the book easier for you to follow. Among these are

- **Bold type** is used for text that you are to type from the keyboard.
- *Italic type* is used for a word or phrase that is being defined or otherwise deserves special emphasis.
- The *Courier* typeface is used for the HTML code that is either produced by FrontPage or entered by the user.
- SMALL CAPITAL LETTERS are used for keys on the keyboard such as ENTER and SHIFT.
- When you are expected to enter a command, you are told to press the key(s). If you are to enter text or numbers, you are told to type them.

Contents at a Glance

1	Designing and Creating Quality Web Applications . . .	1
2	Exploring FrontPage	29
3	Using Wizards and Themes	65
4	Using Templates	103
5	Using Microsoft Image Composer	139
6	Creating and Formatting a Web Page from Scratch . .	177
7	Adding and Managing Hyperlinks and Hotspots . .	211
8	Using Tables and Frames	241
9	Working with Forms	279
10	Using FrontPage Components	311
11	Importing and Integrating Office and Other Files . .	331
12	Working with HTML	361
13	Web Scripting Languages	413
14	Active Server Pages	433
15	Working with Databases	493
16	Activating Your Webs	537
17	Security on the Web	577

	18	Setting Up an Intranet Web Site	601
	19	Publishing and Promoting Webs on the Internet . . .	645
	A	Installing FrontPage 98	665
	B	Using the Companion CD-ROM	685
		Index	711

Contents

	Acknowledgments	xvii
	Introduction	xix
IIII	1 Designing and Creating Quality Web Applications . . .	1
	The Internet and the World Wide Web	2
	LANs and an Intranet	2
	What Is a Web Page?	3
	The Birth of the Internet	7
	The World Wide Web	8
	Designing for the Web	13
	Monitor Resolution	13
	Data Throughput	16
	Web Browsers	17
	Content	23
	Community	24
	Working with Graphics	24
	GIF	25
	JPEG	26
	GIF or JPEG?	26
	Multimedia Files	26

	2	Exploring FrontPage	29
		Creating a Web	31
		FrontPage Modules	33
		FrontPage Explorer	34
		FrontPage Editor	39
		Tasks List	61
		Personal Web Server	62
		FrontPage Server Extensions	63
	3	Using Wizards and Themes	65
		Web Wizards	66
		Using the Corporate Presence Wizard	68
		Working with the Discussion Web Wizard	84
		Using the Import Web Wizard	87
		Themes	89
		Assigning Themes to FrontPage Webs	90
		Assigning Themes to Web Pages	93
		Shared Borders	95
		Assigning Shared Borders to a FrontPage Web	96
		Assigning Shared Borders to a Web Page	96
		Editing the Content of Shared Borders	97
		Editing Navigation Bars	98
	4	Using Templates	103
		Web Templates	104
		Applying the Empty Web Template	104
		Creating a Personal Web	106
		Using the Project Web Template	109
		Applying the Customer Support Web Template	113
		Page Templates	115
		Confirmation Form Template	116
		Feedback Form Template	117
		Search Page Template	118
		Table of Contents Template	120
		The Narrow, Right-aligned Body Page Template	120
		Creating Your Own FrontPage Templates	121
		Types of Templates	122
		FrontPage Folder Structure	122
		The INF (Setup Information) File	124
		Building Templates	129
		Creating Single-Page Templates	129
		Constructing Web Templates	130

	5	Using Microsoft Image Composer	139
		The Image Composer Window	140
		Image Composer Toolbar and Menus	141
		Image Composer Toolbox and Palettes	141
		Working with Image Objects or Sprites	148
		Setting Up the Image Composer	148
		Inserting Sprites	149
		Selecting Sprites	150
		Moving, Sizing, Duplicating, and Rotating Sprites	153
		Adding Text Sprites	157
		Adding Shapes	162
		Working with Other Tools	166
		Animating Graphics with GIF Animator	170
	6	Creating and Formatting a Web Page from Scratch	177
		Planning a Web	178
		What Are Your Goals?	178
		What Is the Content?	179
		How Is It Organized?	179
		What Will It Look Like?	180
		Starting a Web	182
		Adding and Formatting Text	188
		Entering the Footer	188
		Creating the Home Page Title	191
		Listing the Second-Level Content Areas	191
		Building the Heading for Pages 2 and 3	193
		Importing the Page Content	195
		Obtaining and Working with Graphics	198
		Colors on the Web	198
		Adding a Background	199
		Adding Horizontal Lines	205
		Placing Clip Art	207
		Using Scanned Images	208
	7	Adding and Managing Hyperlinks and Hotspots	211
		Adding Hyperlinks to Text and Graphics	212
		Assigning Hyperlinks to Text	213
		Assigning Hyperlinks to a Graphic	230
		Managing Hyperlinks	237
	8	Using Tables and Frames	241
		Designing with Tables	242
		Displaying Tabular Data in a Table	243
		Using a Table to Enhance a Layout	262